

**Group Registration
(on-site training)**

Group Registration Requirements:

- Must be a non-profit or governmental organization
- Training is hosted at agency's facility
- The agency is responsible for training equipment such as laptops and projectors and easel paper.
- Number of Participants should not exceed 30 per session – some exceptions apply
- CPS supplies all printed materials
- The flat fee includes instructor time, materials, and travel expenses.
- Minimal customization of materials is included in the flat rate; however, more extensive customization requiring additional instructor time will have additional expenses.

Group Registration Pricing

GROUP ENROLLMENT* Course Name	Length of Class (in days)	Per Course Cost		
		Sacramento	Bay Area, Central Valley, Coastal Region, & Northern CA	Southern California
Administrative Writing	2	\$5,000.00	\$5,250.00	\$6,600.00
Advanced Leadership	3	\$7,500.00	\$7,750.00	\$9,900.00
Appreciative Inquiry	1	\$2,500.00	\$2,750.00	\$3,300.00
Attitudes, Anxieties, and Anger	1	\$2,500.00	\$2,750.00	\$3,300.00
At-Work Writing Style Tips	1	\$2,500.00	\$2,750.00	\$3,300.00
Basic Math Skills for Work	1	\$2,500.00	\$2,750.00	\$3,300.00
Basic Mediation Skills One Day Workshop	1	\$2,500.00	\$2,750.00	\$3,300.00
Basic Mediation Skills Training	4	\$10,000.00	\$10,250.00	\$13,200.00
Basic Supervision Part I	5	\$16,500.00	\$18,000.00	\$19,500.00
Basic Supervision Part II (minus Labor Relations training day)	4	\$15,000.00	\$16,500.00	\$18,000.00
Budget Change Proposal Overview	1	\$2,500.00	\$2,750.00	\$3,300.00
Budget Process Workshop	2	\$5,000.00	\$5,250.00	\$6,600.00
Building High Performance Teams	1	\$2,500.00	\$2,750.00	\$3,300.00
Capitalizing on Diversity	1	\$2,500.00	\$2,750.00	\$3,300.00
Career Dev. Series Part I - Career Match	1	\$3,100.00	\$3,350.00	\$3,300.00
Career Dev. Series Part II - Resumes	1	\$2,500.00	\$2,750.00	\$3,300.00
Career Dev. Series Part III - Interviewing	1	\$2,500.00	\$2,750.00	\$3,300.00
Coaching & Skill Transfer Workshop	1	\$2,500.00	\$2,750.00	\$3,300.00
Collaboration Skills	1	\$3,100.00	\$3,350.00	\$3,300.00
Communicating Effectively	1	\$3,100.00	\$3,350.00	\$3,300.00
Communicating With Data	1	\$2,500.00	\$2,750.00	\$3,300.00
Completed Staff Work	2	\$5,000.00	\$5,250.00	\$6,600.00
Conducting Effective Meetings	1	\$2,500.00	\$2,750.00	\$3,300.00
Conflict Management	1	\$2,500.00	\$2,750.00	\$3,300.00
Continuous Improvement (Introduction to)	1	\$2,500.00	\$2,750.00	\$3,300.00
Conversational Spanish for Managers	2	\$5,000.00	\$5,250.00	\$6,600.00
Cost-Benefit Analysis Workshop	1	\$2,500.00	\$2,750.00	\$3,300.00
Creative Discipline - Progressive Discipline	1	\$2,500.00	\$2,750.00	\$3,300.00
Critical Thinking (Introduction to)	2	\$5,000.00	\$5,250.00	\$6,600.00
Customer Service Excellence	1	\$2,500.00	\$2,750.00	\$3,300.00
Dealing With Difficult People	1	\$2,500.00	\$2,750.00	\$3,300.00
Developing Analytical Skills (limited class size)	5	\$12,500.00	\$12,750.00	\$16,500.00
Developing High Performing Teams	3	\$7,500.00	\$7,750.00	\$9,900.00
E-Communications Workshop	1	\$2,500.00	\$2,750.00	\$3,300.00
Effective Listening	1	\$3,100.00	\$3,350.00	\$3,300.00
Effective Presentations (limited class size)	2	\$5,000.00	\$5,250.00	\$6,600.00
ESL Grammar and Writing Skills	2	\$5,000.00	\$5,250.00	\$6,600.00
ESL Speaking and Listening Skills	1	\$2,500.00	\$2,750.00	\$3,300.00

FY 2007-2008 Pricing

GROUP ENROLLMENT* Course Name	Length of Class (in days)	Per Course Cost		
		Sacramento	Bay Area, Central Valley, Coastal Region, & Northern CA	Southern California
ESL Trouble Spots	4	\$10,000.00	\$10,250.00	\$13,200.00
Facilitation Workshop	2	\$5,000.00	\$5,250.00	\$6,600.00
Follow the Leader	1	\$2,500.00	\$2,750.00	\$3,300.00
Get That Job!	1	\$2,500.00	\$2,750.00	\$3,300.00
Grammar	3	\$8,910.00	\$9,160.00	\$9,900.00
ICS 300-400	5	\$12,500.00	\$12,750.00	\$16,500.00
IDP/Probation Reports	1	\$2,500.00	\$2,750.00	\$3,300.00
Information Mapping: Developing Procedures, Policies, & Documentation	3	\$11,750.00	\$12,000.00	\$12,250.00
Information Mapping: Mapping Business Communication	2	\$8,400.00	\$8,650.00	\$8,900.00
Instruction Techniques for Trainers (limited class size)	3	\$7,590.00	\$7,840.00	\$9,900.00
Interactive Training Techniques (limited class size)	2	\$5,000.00	\$5,250.00	\$6,600.00
Interpersonal Skills	2	\$5,000.00	\$5,250.00	\$6,600.00
Interviewing Candidates	1	\$2,500.00	\$2,750.00	\$3,300.00
Introduction to Analytical Staff Work	2	\$5,000.00	\$5,250.00	\$6,600.00
Language Access in State Government	0.5	\$1,250.00	\$1,500.00	\$1,650.00
Leader or Manager or Both	1	\$2,500.00	\$2,750.00	\$3,300.00
Leadership Essentials	1	\$2,500.00	\$2,750.00	\$3,300.00
Leadership/Management Development	1	\$2,500.00	\$2,750.00	\$3,300.00
Leading the Four Generations in the Workplace	0.5	\$1,250.00	\$1,500.00	\$1,650.00
Leadperson Workshop	3	\$7,500.00	\$7,750.00	\$9,900.00
Legislative Bill Analysis	2	\$5,000.00	\$5,250.00	\$6,600.00
Legislative Process	1	\$2,500.00	\$2,750.00	\$3,300.00
Managing Change	1	\$2,500.00	\$2,750.00	\$3,300.00
Managing with Data	0.5	\$1,250.00	\$1,500.00	\$1,650.00
Measuring Your Organization's Performance	2	\$5,000.00	\$5,250.00	\$6,600.00
Motivating Employees Non-Monetarily	1	\$2,500.00	\$2,750.00	\$3,300.00
Negotiation Skills Workshop	2	\$5,000.00	\$5,250.00	\$6,600.00
Performance Appraisal	1	\$2,500.00	\$2,750.00	\$3,300.00
Performance Coaching as an Art	0.5	\$1,250.00	\$1,500.00	\$1,650.00
Performance Measures: Purpose, Use, and Alignment	1	\$2,500.00	\$2,750.00	\$3,300.00
Policy and Procedure Writing	1	\$2,500.00	\$2,750.00	\$3,300.00
Problem Solving and Decision Making	4	\$10,000.00	\$10,250.00	\$13,200.00
Process and Performance Management	1	\$2,500.00	\$2,750.00	\$3,300.00
Program Analysis and Evaluation	3	\$7,500.00	\$7,750.00	\$9,900.00
Project Management	3	\$8,100.00	\$8,350.00	\$9,900.00
Raising the Bar for Managerial Communication	0.5	\$1,250.00	\$1,500.00	\$1,650.00
Reading Comprehension and Speed	1	\$2,500.00	\$2,750.00	\$3,300.00
Relationship Strategies for the Workplace	1	\$2,500.00	\$2,750.00	\$3,300.00

FY 2007-2008 Pricing

GROUP ENROLLMENT* Course Name	Length of Class (in days)	Per Course Cost		
		Sacramento	Bay Area, Central Valley, Coastal Region, & Northern CA	Southern California
Revision Techniques	1	\$2,500.00	\$2,750.00	\$3,300.00
Seven Habits for Managers	2	\$7,500.00	\$7,750.00	\$9,900.00
Seven Habits of Highly Effective People	3	\$7,500.00	\$7,750.00	\$9,900.00
Sexual Harassment Prevention	0.5	\$1,250.00	\$1,500.00	\$1,650.00
Spanish for Public Contact Personnel	2	\$5,000.00	\$5,250.00	\$6,600.00
Statistics (limited class size)	4	\$10,000.00	\$10,250.00	\$13,200.00
Strengthening Leadership and Managerial Communication	0.5	\$1,250.00	\$1,500.00	\$1,650.00
Stress Management	1	\$2,500.00	\$2,750.00	\$3,300.00
Team Building	2	\$5,000.00	\$5,250.00	\$6,600.00
Team Building for Support Staff	2	\$5,000.00	\$5,250.00	\$6,600.00
Technical Report Writing	3	\$7,500.00	\$7,750.00	\$9,900.00
Time and Stress Management	1	\$2,500.00	\$2,750.00	\$3,300.00
Time Management	1	\$2,500.00	\$2,750.00	\$3,300.00
Time Management - Focus: Achieving Your Highest Priorities (includes planners)	1	\$2,700.00	\$2,950.00	\$3,300.00
Upward Leadership	2	\$5,000.00	\$5,250.00	\$6,600.00
Violence Prevention in the Workplace	0.25	\$625.00	\$875.00	\$825.00
Workforce/Succession Planning Workshop	4	\$14,100.00	\$14,350.00	\$14,750.00
Workshop on Leading Effectively	1	\$2,500.00	\$2,750.00	\$3,300.00
Workspace Organization	1	\$2,500.00	\$2,750.00	\$3,300.00
Writing Letters and Memos	1	\$2,500.00	\$2,750.00	\$3,300.00
Writing Skills for Analysts	1	\$2,500.00	\$2,750.00	\$3,300.00
Written Communication	4	\$10,000.00	\$10,250.00	\$13,200.00